



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 266<sup>th</sup> FINANCE COMMAND  
UNIT 29001  
APO AE 09007

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AEUFC-FAPD

JAN - 7 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Policy Memorandum #10, Military Paper Check Conversion (MPCC)

1. References:

a. DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures.

b. Military Paper Check Conversion (MPCC) User's Guide.

2. Purpose: To implement specific guidance for the use of MPCC to ensure proper accountability is maintained.

3. Scope: These procedures apply to all assigned finance battalions and deployed finance units in the Balkans. The guidance in this memorandum may be expanded by battalion commanders or detachment commanders to meet local requirements. No portions of this memorandum may be excluded without the authorization of the FINCOM Commander. These procedures must be added to your internal control/quality assurance program/plan as a regularly inspected area.

4. Policy:

a. Daily Processing.

(1) Yes/No Keypads are mandatory and must be accessible to the customer ONLY. The cashier should not have ready access to the keypad to ensure that internal controls are maintained. If the keypad is not operational, internal controls are lost and the system should not be used.

(2) All disbursing officers (DO) and disbursing agents (DA) must balance daily deposits verifying CASH-LINK with the MPCC batch list. The DO/DA must verify the batch list as part of balancing out the cashier by reconciling with the DD Form 2664 to ensure amounts are the same and all transactions are accounted for.

(3) Only the DO or DA is authorized to transmit the daily batch. The battalion commander may approve exceptions on a case-by-case basis.

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(4) A batch must be closed and transmitted at the end of each business day. Do not wait to send 2 or more days worth of business, it must be daily.

b. Establishing User Profiles.

(1) Establish basic profiles for cashiers, DOs and DAs.

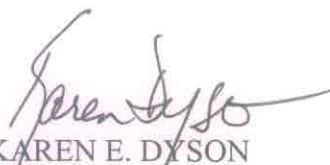
NOTE: Cashier login names will not have any commas in them because it will cause system log-in problems.

(2) "Close Batch" permission should only be given to the DO and DAs. Cashiers should not have permission to "close batch".

c. When MPCC equipment breaks or does not operate correctly, refer to the MPCC User's Guide Appendix E for procedures on how to do an equipment return to get it repaired.

5. POC for this policy is Disbursing Policy at DSN 379-6407/5169.

TEAMWORK WINS!



KAREN E. DYSON  
COL, FC  
Commanding

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